



EVENTS INTERN

POSITION DESCRIPTION:

We are looking for an enthusiastic, detail-oriented student who is actively pursuing a degree in communications, marketing, management, or related field. Ideal candidates will be resourceful, innovative, and have a passion for their work and engaging with others. Primarily the intern will work with the Sales and Events Manager to implement events designed to give guests an exceptional experience. Internship is for 10-15 hours a week (fall and spring), with the majority of the hours falling Monday-Friday but occasional weekend and evening hours as required by the event schedule. We offer one fulltime internship in the summer, with the majority of the hours falling Tuesday-Saturday on weekends and evenings as required by the event schedule. Fall and spring internships are to receive a \$500 stipend upon successful completion, whereas summer internships are fulltime and paid hourly.

ESSENTIAL FUNCTIONS:

1. Contribute to the planning, organizing, & executing of the Garden's special events and activities; duties to include mailings, signage, reservations, solicitations for donations, maintaining inventory of event products, collaborating with volunteers:
 - a. Fall Family Festival
 - b. Annual Meeting
 - c. Volunteer Potluck
 - d. WPS Garden of Lights
 - e. TasteBud
 - f. Sanimax Conncerts
 - g. Schneider Family Grand Concerts
 - h. Wednesday Cookouts
 - i. Nature Connects
2. Serves as main Garden contact during each event and coordinates actions of additional Garden staff – custodial, security, maintenance, etc.
3. Supervises events from set-up to tear-down.
4. Ensures all guests, caterer, and vendors adheres to Garden policies.
5. Attends client walk-through and/or wedding rehearsal.
6. Communicates with other staff members and vendors via walkie-talkie during events.
7. Other duties as requested.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Second year or higher student seeking degree in communications, marketing, events, management or related field
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office and/or other database programs
3. Excellent written, verbal & interpersonal communications skills with sincere desire to serve the public
4. Ability to write in a voice different from your own, and proof read for self and others
5. Must be flexible in working hours and environment, as many events are held outdoors, or require working evenings and weekends.
6. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
7. Dependable, reliable and team player.
8. Must have a vehicle.
9. Must be at least 18 years old.
10. Must be physically able to stand, kneel, or walk for extended periods of time, lift up to 30 lbs. and work outside in all types of weather conditions.
11. Experience working within a non-profit environment and/or using community resources is a plus.

TO APPLY:

Email cover letter and resume to Eileen Metzler at emetzler@gbbg.org by March 23, 2018.